



State of Arizona  
Department of Education

**Tom Horne**  
Superintendent of Public Instruction

**School Finance**  
1535 West Jefferson, Bin 13  
Phoenix, AZ 85007  
Phone: 602-542-5695  
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**School Finance Advisory Committee**  
Fiscal Year 2007

Monday, June 11, 2007

**Logistics**

**Meeting Time**

Please plan for a punctual arrival so the meeting can begin on time.

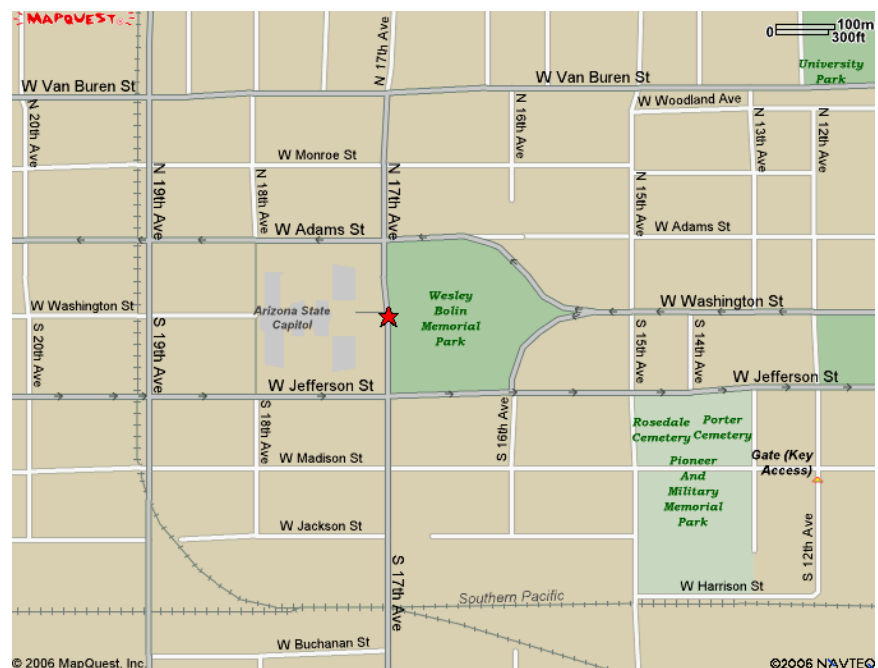
Meeting: 1:00 p.m. – 4:00 p.m.

**Meeting Location**

**Arizona State Capitol  
Executive Tower Building  
1700 West Washington  
2<sup>nd</sup> Floor Conference Room  
Phoenix, AZ 85007**

**ADE Contact Info**

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**School Finance Unit**  
**Arizona Department of Education**  
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Phone: 602-542-5695 Fax: 602-542-3099



**School Finance Advisory Committee**  
**Fiscal Year 2007**

**Meeting Agenda**

General		Start Time	Stop Time
<b>Date</b>	Monday, June 11, 2007	1:00 pm	4:00 pm
<b>Location</b>	Arizona State Capitol, Executive Tower Building, 1700 West Washington, 2 <sup>nd</sup> Floor Conference Room, Phoenix, AZ 85007		

Members			ADE Staff
Mr. Gary Bae	Dr. Gaye Leo	Mr. Michael D. Reed	Bonnie Betz
Ms. Patricia Beatty	Ms. Rita Leyva	Mr. George Ritchie	Bob Dohm
Mrs. Lana E. Berry	Mr. Scott Little	Mrs. Adrienne E. Sanchez	Teddy Dumlao
Mr. Daniel D. Bigler, CPA	Ms. Karen Mejia	Dr. Elizabeth M. Sanders	Harold Frederick
Mr. Mark E. Busch	Mrs. Lucia Marrufo	Mrs. Vickie L. Simmons, CPA	Lyle Friesen
Ms. Marcie K. Celaya	Mr. Brian L. Mee	Dr. Kenneth A. Smith	Dolores Gerritse
Mr. Paul Christensen	Ms. Montie Morris	Mr. Fred A. Stone III	Art Harding
Mr. Kent DeYoung	Ms. Linda F. Munk, M.Ed	Mr. Roger Studley	Art Heikkila
Ms. Lori Garvey	Mr. Quincy Natay, MBA	Mrs. Brenda Thomas	Jill Heikkila
Ms. Mary F. Gifford	Ms. Tina M. Norton	Mrs. Rose Whelihan	Vicki Salazar
Ms. Karen L. Havird	Mrs. Norma Pacheco	Mrs. K. Raechel Whitmer	Philip G. Williams
Mr. Ken Hicks	Mr. Kevin E. Price	Ms. Sandy Wilkins	
Ms. Michele Kaye	Mrs. Linda A. Proctor-Downing	Mr. George Zeigler	

Agenda
(Lyle Friesen) Review/Approval of April 2007 Minutes (handout)
(Greg Miller) Charter School Funding
(Bonnie Betz) 12 vs. 10 APOR Payments – How much does the state gain by not making APOR payments in August in November
(Bonnie Betz) Dollar figure on removing absence approval
(Karen Havird) Request for revised Student Enrollment and Withdrawal forms
(Rose Whelihan) SDDI/SAIS downtime
(Lucia Marrufo) FY08 Budgets
Call to the Audience
Adjournment

**Next Meeting:** Monday, August 27, 2007  
1:00 – 4:00 pm

**Location:** Arizona State Capitol  
Executive Tower Building  
2<sup>nd</sup> Floor Conference Room  
1700 West Washington  
Phoenix, AZ 85007

**Estimated Distribution Date of April 2007 Meeting Minutes:** July 1, 2007

## School Finance Advisory Committee Meeting

### Monday, April 9, 2007

Subject / Name	Issue	Suggestions / Resolution
<b>Minutes Review</b>	No corrections were made to the minutes.	
<b>Record Retention Presentation</b>	<p>Lisa Maxwell from Arizona State Library, Archives and Public Records spoke to the SFAC regarding record retention laws and managing public records. She stated that her office can put files onto microfilm and CD for their customers. However, the official version cannot be on electronic file because they are not sure that the electronic form will be around in the future, but they know that microfilm will be.</p> <p>Only permanent records have to be kept on microfilm or paper, other items can be stored in other formats, such as electronically. Records that are created electronically can be saved electronically.</p> <p>The four criteria for keeping a record is its legal value, fiscal value, administrative value or its historical value.</p> <p><i>Please see attached PowerPoint for more information on records retention.</i></p>	
<b>12 vs. 10 APOR Payments</b>	Bonnie wasn't able to get to this.	<ul style="list-style-type: none"> <li>Bonnie will get Jill the information on how much the state gains in interest from not making district payments in August and November and Jill will send it out to the SFAC by email when she receives it from Bonnie.</li> </ul>
<b>Dollar Figure on Removing Absence Approval</b>	Bonnie wasn't able to get to this.	<ul style="list-style-type: none"> <li>Bonnie will follow up and get a dollar figure on removing the absence approval. Jill will email this information to the SFAC when she receives it from Bonnie.</li> </ul>
<b>December Budget Revision – technical correction of &lt;\$1000</b>	Lyle sent it to George Zigler and Chuck Essigs and spoke briefly to Art about it.	<ul style="list-style-type: none"> <li>Jill will check with George on the possible AASBO bill.</li> <li>Lyle will check with Art to see if it will be on the Superintendent's agenda.</li> </ul>

## School Finance Advisory Committee Meeting

### Monday, April 9, 2007

<b>Request for Revised Student Enrollment and Withdrawal Forms</b>	<p>Karen explained that there is an audit requirement that schools post the enrollment and withdrawals of students within 5 days of the actual event. Their auditors are testing this by looking for the input date and initials of the input clerk on the enrollment and/or withdrawal form. Karen, and other LEAs, use the standard enrollment and withdrawal forms issued by the state. She would like state form revised to include a space for initial and date as a reminder to the data entry employee to include this information to help alleviate any audit write-ups.</p> <p>Bob noted that Janice McGoldrick edited the withdrawal document in the past. He also noted that the state does not have a standard enrollment form.</p> <p>In addition to getting the state form updated, Bob, Lyle and Phil will work on and address that the policy/procedure be updated to change the USFR questionnaire with the auditor general. (ARS 15-827)</p>	<ul style="list-style-type: none"> <li>• Bob, Lyle and Phil will address that the policy/procedure be updated to change the USFR questionnaire with the auditor general. (ARS 15-827)</li> <li>• Phil will bring forth any change in the withdrawal form initial and dating policy/procedure to the SFAC.</li> </ul>
<b>Budget Letters from ADE SAIS Accuracy and Timeliness</b>	<p>Karen explained that she receives a ‘strong’ letter from School Finance that leads her board to believe that they are out of compliance with their budget, even though they are not. She asked if School Finance can send out a second letter to let her board know that the budget revisions were made. Karen would like either a ‘nice’ letter or no letter at all. Statute [A.R.S. § 15-905 (L)] only states that over expenditure letters be sent out. The issue is that it went to the governing board this year for the first time.</p>	<ul style="list-style-type: none"> <li>• Bonnie will look into sending out the first letter to only those LEAs that are over-expended.</li> </ul>
<b>SDDI/SAIS Downtime</b>	<p>LEAs are concerned about the extra SAIS/SDDI downtime this year over other years. They are concerned that they will not meet their 20 day uploading deadline. Bob noted that part of the issue is possibly that the integrity queue has been taking longer; however, School Finance does not know why. It is a data processing issue, which IT oversees. School Finance constantly finds ways to speed up performance and keep the system open.</p>	<ul style="list-style-type: none"> <li>• Karen will address a letter to Phil to discuss their concern with SAIS/SDDI downtime; other districts and charters are asked to do a similar letter.</li> </ul>
<b>Call to Audience</b>	<p>George from Mesa submitted a handout that would help the LEAs with data issues which are requests for changes in ADM reports.</p> <p><i>Attached is the document that George presented.</i></p>	
<b>Next Meeting</b>	<b>Monday, June 11 2007</b>	<b>Arizona State Capitol Executive Tower Building 2nd Floor Conference Room 1700 West Washington Phoenix, AZ 85007</b>

## School Finance Advisory Committee Meeting

### Monday, April 9, 2007

<b>Action Items / Commitments</b>	
<b>Jill Heikkila</b>	<ul style="list-style-type: none"> <li>Bonnie will get Jill the information on how much the state gains in interest from not making district payments in August and November and Jill will send it out to the SFAC by email when she receives it from Bonnie.</li> <li>Bonnie will follow up and get a dollar figure on removing the absence approval. Jill will email this information to the SFAC when she receives it from Bonnie.</li> <li>Jill will check with George on the possible AASBO bill.</li> </ul>
<b>Karen Havird</b>	<ul style="list-style-type: none"> <li>Karen will address a letter to Phil to discuss the LEA concern with SAIS/SDDI downtime, as well as other districts and charters. Bob recommended that the letters address specifics such as number of days the system was down.</li> </ul>
<b>Phil Williams</b>	<ul style="list-style-type: none"> <li>Phil will bring forth any change in the withdrawal form initial and dating policy/procedure to the SFAC.</li> </ul>
<b>Bonnie Betz</b>	<ul style="list-style-type: none"> <li>Bonnie will get Jill the information on how much the state gains in interest from not making district payments in August and November and Jill will send it out to the SFAC by email when she receives it from Bonnie.</li> <li>Bonnie will follow up and get a dollar figure on removing the absence approval. Jill will email this information to the SFAC when she receives it from Bonnie.</li> <li>Bonnie will look into sending out the first letter to only those LEAs that are over-expended.</li> </ul>
<b>Lyle Friesen</b>	<ul style="list-style-type: none"> <li>Lyle will check with Art to see if the \$1000 budget limit correction will be on the Superintendent's agenda.</li> </ul>
<b>Education Attendance Legislation Subcommittee</b>	<ul style="list-style-type: none"> <li>The committee decided to continue the subcommittee and proceed with removal of the absence approval process.</li> </ul>
<b>Bob Dohm, Lyle Friesen &amp; Phil Williams</b>	<ul style="list-style-type: none"> <li>Bob, Lyle and Phil will address that the policy/procedure be updated to change the USFR questionnaire with the auditor general. (ARS 15-827)</li> </ul>
<b>Rita Leyva and Pat Beatty</b>	<ul style="list-style-type: none"> <li>Send an estimate of their cost for absence approval process to Jill.</li> </ul>

# School Finance Advisory Committee Meeting

## Monday, April 9, 2007

### Members in Attendance

Members			ADE Staff
Gary Bae	Karen L. Havird	Tina Norton	Bonnie Betz
Patricia Beatty	Rita Leyva	Kevin Price	Bob Dohm
Dan Bigler	Nancy McFarland	Suzanne Rassi	Lyle Friesen
Lori Garvey	Karen Mejia	George Zeigler	Jill Heikkila
Angela Germinaro	Montie Morris		Phil Williams
Special Guest: Senator John Huppenthal (Majority Whip)			

### Acronyms

AASBO	Arizona Association of School Business Officials	M&O	Maintenance and Operation Fund
ADE	Arizona Department of Education	NAVIT	Northern Arizona Vocation Institute of Technology
ADM	Average Daily Membership	RTC	Regional Training Center
AFR	Annual Financial Reports	SAN	Storage Area Network
AG	Auditor General	SDAR	Student Detail Activity Report
CCD	Common Core Data	SDER	School District Employee Report
CEC	Certificate of Education Convenience	SF	School Finance
CSF	Classroom Site Fund	SFAC	School Finance Advisory Committee
EVIT	East Valley Institute of Technology	SFB	School Finance Board
IRR	Instructions for Required Reports	SMS	Student Management System
JTED	Joint Technological Education District	USFR	Uniform System of Financial Records
LEA	Local Education Agency		